

ROUTING AND TRANSMITTAL SLIP

4 MAR 1986

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. EXECUTIVE REGISTRY

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

PLEASE TRANSFER ACTION TO

DEPUTY GENERAL COUNSEL, WHO IS OUR AGENCY ETHICS

OFFICE. THANK YOU.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

* U.S.G.P.O. 1985-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.605EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

To 6: For your handling as appropriate.

Executive Secretary

3 Mar 86

Date

3637 (10-81)

United States Government
MEMORANDUM

Executive Registry
86- 0915X

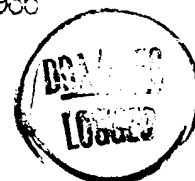
**Office of
Government Ethics**

FEB 18 1986

Subject: Ethics Pamphlet

From: David H. Martin
Director

David H Martin



To: Heads of Departments and Agencies, Designated Agency Ethics Officials, Members of the President's Council on Management Improvement, and Members of the President's Council on Integrity and Efficiency

We are pleased to forward to you a new pamphlet "How to Keep Out of Trouble", an easily understood summary of the Governmentwide ethics laws and regulations for Federal officers and employees. We hope that you will use it not only as a ready reference for answering questions, but also as a handout for ethics training. Our Office would be glad to assist you in presenting such training.

We hope that you will distribute this pamphlet to all employees and that you will also remind them of any agency-specific ethics laws and regulations that apply to them. Departments and agencies may order this publication from GPO by riding the Office of Personnel Management requisition number 6-00327. Field and regional offices should submit requisitions to their Department or agency Washington, D.C. area headquarters printing officers before the cut-off date of April 18, 1986.

Enclosure

How to Keep Out of Trouble

...Ethical Conduct
for Federal Employees...
in Brief



OFFICE OF GOVERNMENT ETHICS

JANUARY 1986